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Job Description

Requisition Title: DETENTION SERVICE OFFICER (GENERIC)

Primary Location: UNITED STATES OF AMERICA-TEXAS

Organization: SHERIFF-DETENTION SERVICES

Brief Description

Provides supervision and control of inmates during booking, preliminary holdover, identification, confinement, recreation, visitation, release, and all other aspects of incarceration within a secure facility of the Dallas County jail system.

Detailed Description

Performs initial physical search, confiscation and inventory of all personal and unauthorized items, recording of personal and medical information, finger-printing, taking of arrest photos and assuring inmates safety and security prior to processing into a housing unit or release on bond. Handcuffs and removes specified inmates from holdover cells and escorts inmates to and from arraignments. Classifies and compares fingerprints against computerized and hard copies of similar prints to establish the positive identification of each inmate. Supervises the removal, bagging and storage of inmates' street clothes, issuance of jail clothing and bedding and the retrieval of street clothes and dressing of inmates for transfer to court or release from jail. Supervises the authorized release and exchange of money and property to third parties outside the jail. Monitors and controls inmates' behavior in holdover cells and housing unit cells and periodically conducts physical head counts. Controls the operation of internal and external doors and elevators to maximize safety, security and inmate control. Supervises the serving of meals, laundering and exchange of clothing and bedding, as well as cleaning and sanitation within a secure facility. Provides kitchen security during food preparation, transportation and cleanup. Escorts inmates to and from the law library, recreation facilities, religious services, visitation and other functions, and assures that all individuals seeking to see inmates have signed in and are authorized visitors. Searches inmates' incoming mail to identify, remove and document any contraband prior to delivering the mail. Operates fire, riot and other equipment required to rapidly respond to jail emergencies and conducts unannounced detailed searches of inmates' cells and other jail facilities to locate and seize contraband. Performs other duties as assigned.

Job Requirements

Graduation from an accredited High School/GED program, or have twelve (12) hours from an accredited college or university with a grade "C" or better, and meet all other requirements listed on the current "Statement of Qualifications" sheet which must be signed by each job applicant. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must be at least 18 years of age. To start as a Detention Service Officer recruit, this position requires successful completion of a polygraph exam, psychological exam, and extensive background investigation. In order to become a full fledged Detention Service Officer, this position requires one year of experience as a jailer and the successful completion of a field training course and a course that includes instruction provided by the Dallas County on federal and state statutes that relate to employment management issues affecting jailers. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Must be able to obtain and maintain all State and Sheriff's Department Commissioning requirements. Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases. Citizenship: Must be a United States Citizen at the time of application. Minimum Age: Must be 18 years of age. Education: High school diploma/G.E.D. or have completed at least 12 accredited hours. Driver's License: Valid Texas Driver's License that has not been suspended in the past twelve months. Vision: at least 20/70 in each eye correctable to 20/20. Normal color and peripheral vision. Hearing: Normal hearing in both ears. Physical Examination: Must be physically sound and free from any deficit which might adversely affect performance of duty, personal safety, or the safety of others. Height/Weight: proportionate (MALES ONLY) Selective Service Registration Card or Exemption from Registration Proof of required licenses and/or certifications for certain positions

Additional Details

The hiring process involves successful completion of each step or your application will be rejected. The steps include Criminal History Review, Polygraph Examination, Initial Interview, Review of Personal History Statement and Documents, Physical Examination, Psychological Examination, Supervisory Interview, and Background Investigation. Documents must be presented upon request: The following are required: • Citizenship: Must be a United States Citizen at the time of application. • Minimum Age: Must be 18 years of age. • High School Transcript or Diploma or GED Certificate or College Transcript • Texas Driver's License that has not been suspended in the past twelve months. • Vision: at least 20/70 in each eye correctable to 20/20. Normal color and peripheral vision. • Hearing: Normal hearing in both ears. • Physical Examination: Must be physically sound and free from any deficit which might adversely affect performance of duty, personal safety, or the safety of others. • Height/Weight: proportionate If applicable, the following are needed: • Certified college transcript(s) • Current marriage license • Birth Certificate Social Security Card • Divorce Decree(s) – complete decree • Military Discharge (DD-214 long form) (MALES ONLY) Selective Service Registration Card or Exemption from Registration Proof of required licenses and/or certifications for certain positions


Minimum Salary: 20.82
Maximum Salary: 20.82
Currency: US Dollar (USD)

Requisition ID: 002315

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